



Job Title: LIEUTENANT

Department /Office: Hopi Resource Enforcement Services

Reports to Whom (title): HRES Chief

Salary / Hourly Range: 58

Job Classification Code: 7720

Level of Background Check: 1A

FLSA Status: EXEMPT; Full-time, Part-time, Temporary

Driving Required: Yes

Revision Date: 04/29/2013

INTRODUCTION:

Under general direction a Police Chief Ranger, this management position performs administrative and supervisory police work including planning, directing, and coordinating activities.

ESSENTIAL FUNCTIONS of the job include, but are not limited to, the following: Directs, trains, inspects, counsels and supervises subordinate personnel. Ensures enforcement of departmental rules, regulations and general orders. Reviews and evaluates employees' job performance and recommends appropriate personnel action. Coordinates the efforts of multiple work units to efficiently/cooperatively accomplish objectives. Assists in disciplinary procedures in cases of censurable conduct. Assists in the development of division/departmental plans, programs, policies and procedures to ensure public safety, good community relations and efficient delivery of service to the public. Coordinates activities in the preparation for prosecution of major crime cases. May assist in the preparation and administration of the divisional or departmental budget. May be assigned duties associated with division training, recruitment and hiring. May participate in internal investigations. Consults and coordinates efforts with inter/intradepartmental work units and other components of the criminal justice system. May apprehend suspects by driving safely at high speeds, pursuing suspects on foot, climbing over obstacles, physically controlling suspects, utilizing self-defense and arrest control techniques, and utilizing firearms and other weapons under appropriate circumstances. May serve as station commander and in the absence of the Police Chief Ranger, assumes command of the HRES Department. Must have knowledge in investigating Tribal, State, Federal laws, Ordinances and Policies and Procedures

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Responsible for enforcing all tribal, state and federal laws governing the Hopi Reservation and New lands. Monitor, assist and request for tribal, state and federal search warrants, may require to testify in court. Performs investigation into criminal & civil violations, grazing disputes, natural, cultural, tribal, state and federal laws. Secures crime scenes, gathers evidence, interviewing suspects and witnesses. Assist local state and federal agencies in apprehension and detention of wanted persons.
2. Assist the Police Chief Ranger in planning, organizing, staffing, directing, coordinating, reporting and budgeting. Keeps the Police Chief Ranger apprised on important matters; accepts the responsibility of his command; maintains an acceptable performance level; schedules personnel according to workload and crime trends; follows through on assignments to see that subordinates are effectively carrying out the mission; maintains high degree of integrity in public and private life so command effectiveness is not compromised; is consistently reliable in his/her judgment.
3. Effectively handles grievances and disciplinary matters at his/her level of command; actively assists subordinates at major crime scenes, incidents or disasters; strives to attain goals and objectives set out by Police Chief Ranger; assumes command of entire department during the absence of the Police Chief Ranger; assists staff in the formulation of policy and procedures.
4. Effective in handling citizen complaints against subordinates, policy & procedure or performance; investigates citizen complaints objectively; monitors officer's response to citizen complaints; maintains proper records; maintains a working file to effectively administer his/her assignment; submits monthly and annual reports; monitors all reports to see if they conform to department guidelines.
5. Provides input for improving quantity and quality of performance; provides research and development for the department; prepares factual, clear, concise written reports with specific recommendations; Keeps all departmental personnel apprised of any changes to Tribal Ordinances, State Statutes or Federal Laws.
6. Makes immediate initial investigation into any allegations of misconduct, abuse, or complaint against department personnel by citizens or other Police Officers; provides proper notice to department personnel under investigation.
7. Promotes positive community relationship with the public, schools, Hopi Tribal departments, churches and any other places of public gathering by explaining the functions and services of the Hop Resource Enforcement Services (HRES). Work with villages, communities and schools to implement crime prevention and juvenile delinquency programs.
8. Perform other duties as assigned or authorized to achieve the goals and objectives of HRES.

PERSONAL CONTACTS:

Contacts are with employees, executive legislative, judicial branches, tribal, state and federal governments, other agencies, livestock owners and other general public. Contact with some individuals may become hostile depending on the situation.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is primarily performed in a standard office environment that requires normal safety precautions. Work extends beyond the normal eight (8) hour daily schedule and 24-hour on-call is required. Extensive travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. **Required Education, Training and Experience:**

- A. Education: Associates Degree in Criminal Justice, Police Science or closely related field;

AND

- B. Training: Completion of Basic Law Enforcement Training Academy (AZ POST) and Basic Supervisory Training;

AND

- C. Experience: Six (6) years work experience as a certified law enforcement officer, which includes supervisory responsibilities;

OR

- D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. **Required Knowledge, Skills and Abilities:**

Thorough knowledge of the rules and regulations of the Hopi Resource Enforcement Services (HRES) and of pertinent tribal ordinances, state and federal laws; good knowledge of the principles and practices of modern police administration including patrol, traffic administration, or criminal investigation and identification; good knowledge of the types and uses of firearms, good knowledge of the functions of federal, state, and local jurisdictions and authorities as they relate to police work; knowledge of submitting and requesting a tribal, state and federal search warrant; good knowledge of the physical layout of the Hopi reservation and adjoining areas, and the locations requiring special police attention; ability to understand and execute difficult oral and written directions and to deal courteously and firmly with the public; ability to command the respect of officers and assign, instruct and review their work; ability to write clear and comprehensive reports; ability to analyze complex police problems and situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; good physical condition; knowledge of First aid and CPR; knowledge of Hopi culture and traditions; knowledge of livestock identification and description (equines, bovines, ovine).

NECESSARY SPECIAL REQUIREMENTS:

1. Possess valid Arizona Driver's license and complete/ pass the Hopi Tribe's Defensive Driving Course.
2. Complete/pass a Local, State & Federal background investigation to include character and credit check (Tribal).
3. Complete/pass a polygraph examination.
4. No felony convictions.
5. No court case pending (excluding minor traffic violations and civil cases that do not involve domestic violence) within the past twelve (12) months.
6. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing.

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